

**Brouillard, Richard (OCD)**

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**From:** Brouillard, Richard (OCD)  
**Sent:** Tuesday, June 23, 2009 12:47 PM  
**To:** 'DHCD-LHAEXECUTIVEDIRECTORS@LISTSERV.STATE.MA.US'  
**Cc:** 'Kathy Arnold'  
**Subject:** DHCD Public Housing Notice 2009-12--Capital Planning System (CPS) Training Update--July-September 2009  
**Attachments:** CPS Training Announcement July - September 2009.pdf

**PUBLIC HOUSING NOTICE 2009-12--DHCD Capital Planning System (CPS) Training Update--July-September 2009**

Dear Housing Authority Directors,

Attached is an update on the upcoming DHCD Capital Planning System (CPS) Training.

The attachment is a Training Information packet that contains currently available training dates and locations, enrollment instructions and a course outline.

Please read the Training Information packet in full and if you have any questions please contact Kathy Arnold at [karnold@cybersensetraining.com](mailto:karnold@cybersensetraining.com) or Rick Brouillard at [richard.brouillard@ocd.state.ma.us](mailto:richard.brouillard@ocd.state.ma.us)

We have currently trained 70 % of the LHAs and are excited to continue this training and work with each and every LHA.

If you have not already attended a CPS training session please make every effort to attend one of the training sessions advertised in the attached announcement. If you can not attend one of these upcoming sessions there will be one **final series** of **initial CPS training** sessions scheduled in October and November **if necessary** and DHCD will announce them as they are scheduled.

After the completion of the initial series of CPS training sessions and every LHA has attended CPS training, DHCD intends to continue the CPS training program as necessary to support the LHAs in their ongoing understanding and utilization of the system.

As always, if you have any questions please feel free to contact me.

Thank you.

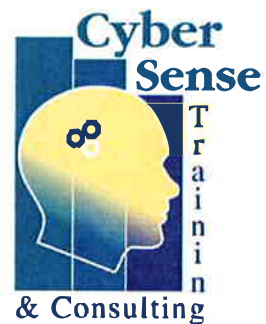
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**THE MASSACHUSETTS DEPARTMENT OF HOUSING  
AND COMMUNITY DEVELOPMENT**

Capital Planning System

***Capital Planning System:***

***Training Schedule  
Enrollment Form and Instructions  
Course Outline***



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## ***Computer Class Schedule with Locations and Addresses***

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**July - September 2009**

***Held at the Massachusetts National Guard Distance Learning Classrooms***

**These classes are paid for by DHCD for Housing Authority staff. There is no cost to you or your Authority to attend this training.**

<b>Date</b>	<b>Course</b>	<b>Location with address</b>		<b>Time</b>
Aug 13	Introduction to CPS	Reading	Camp Curtis Guild 22 Haverhill Street Reading, MA 01867	9:30 – 3:30
Aug 17	Introduction to CPS	Bourne	Building 1213, Turpentine Road Camp Edwards, Bourne MA	9:30 – 3:30
Sep 16	Introduction to CPS	Milford	Mass National Guard HQ 50 Maple Street Milford, MA 01757	9:30 – 3:30
July 20 July 27 Sep 22	Introduction to CPS	Springfield	1505 Roosevelt Avenue Springfield, MA 01109	9:30 – 3:30
Aug 25	Introduction to CPS	Wellesley	14 Minuteman Lane Wellesley, MA	9:30 – 3:30
July 30 Sep 28	Introduction to CPS	Worcester	50 Skyline Drive Worcester, MA	9:30 – 3:30

If you need to cancel or reschedule, you must notify Kathy Arnold or Colleen Rafferty at 603-898-5050 one week prior to class. If you do not show up for a class you registered for, a notice of No Show will be sent to your Executive Director and to management at DHCD in Boston. Please be considerate of others by attending the classes you register for. "No Shows" hurt us all, and can impact the future of having classes available.

## ***Classroom Information***

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All classes are being held at Massachusetts National Guard Distance Learning classrooms. Each room is state of the art, with 12+ computers, individual desks, comfortable seating etc.

We recommend [www.mapquest.com](http://www.mapquest.com) if you need driving directions. All questions regarding the classes, enrollment and technical course information should be directed to Kathy Arnold of CyberSense Training.

## ***Training Registration Contact Information***

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All questions regarding the classes, enrollment and technical course information should be directed to Kathy Arnold of CyberSense Training.

**CyberSense Training & Consulting:** Kathlene Arnold  
[www.cybersensetraining.com](http://www.cybersensetraining.com)  
[karnold@cybersensetraining.com](mailto:karnold@cybersensetraining.com)

603-898-5050 office & voice mail  
617-818-8890 cell  
603-898-8063 fax 603-898-8180 home

## ***Enrollment Instructions***

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The Department of Housing and Community Development Presents:

# **CAPITAL PLANNING CLASSES**

## **JUL – SEP 2009**

The Department of Housing and Community Development is offering training for any full-time or part-time Housing Authority staff who needs to learn the Capital Planning System. All training costs are being taken care of by DHCD.

Since CPS data will be used by DHCD to **allocate future capital funding**, it is very important that you learn how to use the system.

## **Enrollment Instructions**

**Details:** Please see the attached schedule of classes for your region. The course outline is included in this packet. Class size is limited to 12. Classes are hands-on....each person will have a computer to use in class. Please see the schedule for class hours.

**To enroll:** Please fill out and fax this form to Kathy Arnold of CyberSense Training & Consulting. Kathy Arnold or Colleen Rafferty will be managing the registration process. Please be sure to obtain your supervisor's permission prior to registering.

CyberSense's **fax #** is **(603) 898-8063**. A separate cover page for the fax is not needed.

**Please do not consider yourself enrolled until Kathy or Colleen confirms you via phone or e-mail.** If you do not hear back from us within 48 hours, please call to make sure your fax was received. Questions about the enrollment process for classes can be directed to Kathy Arnold by calling (603) 898-5050 or e-mailing [karnold@cybersensetraining.com](mailto:karnold@cybersensetraining.com)

**Cancellation Policy:** If you need to cancel or reschedule, you must notify us one week prior to class. We make decisions and reserve instructors based upon enrollment data. Please be considerate of others by attending the classes you register for. "No Shows" hurt us all, and can impact the future of having classes available.

# **PLEASE DO NOT FAX THIS PAGE**



# MASSACHUSETTS HOUSING AUTHORITIES

## Enrollment Form

CPS

Housing Authority: \_\_\_\_\_

Student Name: \_\_\_\_\_

Phone # / Ext: \_\_\_\_\_

Dept. you  
work in: \_\_\_\_\_

E-Mail: \_\_\_\_\_

**Please enroll me in: (please check one date)**

Date	Course	Location with address		Time
<input type="checkbox"/> Aug 13	Introduction to CPS	Reading	Camp Curtis Guild 22 Haverhill Street Reading, MA 01867	9:30 – 3:30
<input type="checkbox"/> Aug 17	Introduction to CPS	Bourne	Building 1213, Turpentine Road Camp Edwards, Bourne MA	9:30 – 3:30
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<b><i>Held at the Massachusetts National Guard Distance Learning Classrooms</i></b>				

• **Enrollment Confirmation:** Please do not consider yourself enrolled until Kathy or Colleen confirms you via phone or e-mail. **If you do not hear back from us within 48 hours, please call to make sure your fax was received.**

• **Cancellation Policy:** If you need to cancel or reschedule, you must notify us by calling (603) 898-5050 or emailing [karnold@cybersensetraining.com](mailto:karnold@cybersensetraining.com), one week prior to class. We make decisions and reserve instructors based upon enrollment data.

Student  
Signature: \_\_\_\_\_

Supervisor  
Signature: \_\_\_\_\_

**I have reviewed the cancellation policy, and the course outline. I have received my supervisor's approval for attending this class.**

**(TO REGISTER: SUBMIT THIS PAGE VIA FAX TO 603-898-8063)**

## ***Course Outline: Introduction to the Capital Planning System***

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**Description:** The training will teach you how to navigate CPS, prepare long range capital plans, update your assessments, create, modify and close out projects.

**Course Length:** 5 Hours

**Difficulty  
Scale (1 – 10):** 3

**Pre-requisites:** The student must be comfortable with navigating within the Windows operating system as well as with using a keyboard and mouse.

**Target Student:** It is recommended that the Executive Director or Modernization Director/Manager and at least one other LHA staff member (staff most closely involved with maintenance and capital planning) attend this class. You may schedule your staff into the same class or across a few classes.

### **Objectives:**

- Introductions
  - Inventory
- Objectives
  - Projects
- Review Training Material
  - Reports
- Capital Planning Process Flowchart
  - Entering and Modifying Inventory
- Logging into CPS
  - Creating Projects
    - Templates
    - Projects
    - Estimation
    - Management
- Navigating and Reviewing Pages (Including Exercises)
  - Facilities
  - Help
  - Utilities
  - Find
  - Creating, Exporting and Printing Reports